Records on processing personal data according to GDPR, Art. 30.1 - processing activities of the Controller

Monitoring protection of persons and property

Controller: Colognia press, a.s., with its registereed office in Kolín IV, Havlíčkova 844, post code 28000, ID: 26186292, maintained at the Municipal Court in Prague under reference no. B 6634

Person responsible for this record on processing: Václav Dřiňhal, vaclav.drinhal@cologniapress.com

Person authorized for the personal data protection / contact person: Nikola Bibrová, gdpr@cologniapress.com

Representative of the authorized person for the personal data protection / conta Denisa Hanusková. ador@cologniapress.com

Mandatory items according to GDPR Art. 30										Optional items																
					General description of organizational and technical safety measures according to GDPR, Art. 32 (1) if applicable					Internal organization	Information obligation				Procedure with respect to the data subject			Non-electronic data storage	Electronic data storage				Processor´s data				
Personal data category	**Purpose of processing**	**Data subject category**	**Category of personal data recipient, including recipients in third countries or international organizations**	**Envisaged time limits for erasure of th different categories (if applicable)**	**Use of pseudonymizatio n and enryption**	**Ensuring confidentiality and integrity**	**Availability and resilience of processing systems and services**	**Process for regular evaluation of measures**	**Common controller (if any)**	**Where are the personal data processed in organization (e.g. which department)?**	**Legal grounds for processing activities**	**Who are personal data obtained from?**	**What is the requirement of personal data provision based on and is the provision compulsory?**	**Is automated decision making or profiling applied?**	**If personal data were obtained based on consent, where is the consent kept?**	**When is the data subject duly informed?**	**Document including the information**	**Storage and location of personal data**	**Information system**	**Server location or form of storage**	**Server operator**	**Legal grounds for server use**	**Processor´s name and contact details**	**Processor´s location**	**Legal grounds for processing activities**	**Any other processors, if any**	**Note**
Personal data recorded in camera system - visual record	Monitoring protection of persons and property	Employees, other persons	-	20 days		passwords, keys	UPS, firewall		-	Production IT department	Controller´s legitimate interest (protection of property and health of individuals), approval	Employees, other persons	Non-compulsory by law or contract; it is usually compulsory in case of employees and non-complusory in case of other persons	No	Payroll office				Company server	Visual record						